

December 15, 2005

TO: Directors, Private Schools for the Disabled

FROM: Jim Verner, Section Supervisor
Office Fiscal Policy and Planning

SUBJECT: Application for a Higher Tentative Per Diem Tuition Rate for 2006-2007

I have attached a copy of the application to apply for a higher tentative per diem tuition rate for the 2006-2007 school year in accordance with N.J.A.C. 6A:23-4.2(j). This application is a request for a tentative per diem tuition rate higher than the tentative per diem tuition rate reflected on the December 15, 2005 memo in column (1) on pages 4 through 8. A private school for the disabled may increase the number of enrolled days from 2005-2006 to 2006-2007 which will increase the total school year tuition without completing this application. As long as the private school has a school calendar with a minimum of 180 days in the ten month school year, the total number of enrolled days in the school calendar for 2006-2007 is a management decision.

Enclosed you will find copies of the required forms to be completed and the directions for each form:

1. Exhibit A - Request for a Higher Tentative Per Diem Tuition Rate – 12 Month Budget Comparison - Current 2005-2006 Budget and Projected 2006-2007 Budget.

Please provide a detailed narrative explanation of the need for the increases in column C (B-A=C) which are the differences between the amounts contained in column B (2006-2007) and those contained in Column A (2005-2006), by account name and account number. The detailed explanation must include the account name and account number (Salaries of Teachers #11-000-100-101) and the reason(s) for an increase. You must be as informative as possible in your explanations and provide documentation for all increases by account name and account number. For example, if the Rental of Land and Buildings account #11-000-262-441 are increasing by \$20,000 from 2005-2006 to 2006-2007 you must provide a copy of the lease agreement to substantiate the increase.

Line 207, columns A and B are your school's estimated ADEs for the 2005-2006 and 2006-2007 school years. The estimated ADEs are based on the July through June school year. This calculation is the total number of enrolled days for all pupils (ten month and extended) divided by the number of enrolled days for one pupil in the July through June school year. If you anticipate a decrease in the ADE from 2005-2006 to 2006-2007, please provide a detailed explanation for the anticipated decrease and how the change will impact on all major categories within your budget. An explanation is not needed if you anticipate an increase in the ADE.

2. Exhibit B - Request for a Higher Tentative Per Diem Tuition Rate – December 31, 2005 Financial Report Current School Year – This form is the department's prescribed financial report for the 2005-2006 school year. The directions to complete Exhibit B are contained on pages one through five of the form. This form must be prepared for the quarter ending 12/31/2005.

The enclosed application (Exhibits A and B) along with documentation explaining the need for increases shall be completed and forwarded to the address below to be received by the department no later than January 31, 2006. Please retain a copy for your files of all the information filed with the department.

Jim Verner, Section Supervisor
New Jersey State Department of Education
Division of Finance
P.O. Box 500
Trenton, New Jersey 08625-0500

If you have any questions concerning the application process, please contact me at (609) 984-4229 or Elise Sadler-Williams at (609) 777-4483.

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Attachments

c: Lucille E. Davy, Acting Commissioner
Isaac Bryant, Deputy Commissioner
Penelope Lattimer, Chief of Staff
Albert A. Monillas, Assistant Commissioner
William King, Acting Assistant Commissioner
Jay Doolan, Acting Assistant Commissioner
Barbara Gantwerk, Acting Assistant Commissioner
Gordon MacInnes, Assistant Commissioner
Donna Arons, Special Assistant to the Commissioner
Yut'se Thomas, Assistant to the Commissioner
Katie Attwood, Director
Ray Montgomery, Director
Cecelia Downey, Manager
Lisa McCormick, Manager
Judy Vazquez, Coordinator
LEE Group